

**J SWINGLER TRANSPORT  
MANUAL HANDLING RISK ASSESSMENT FORM**

RA007

<b>Location/Activity:</b>	<i>General duties involving manual handling within yard and on various Collection/delivery sites.</i>					
<b>Date of Assessment:</b>	<i>Jan 2024</i>	<b>Assessor:</b>	<i>Michelle Woodward</i>	<b>Review Date</b>	<i>Jan 2025</i>	
<b>Section A. Outline Information.</b>						
1. Description of load:	<i>Various items with regard to, carrying parts for plant, carrying equipment and substances for plant i.e 25 ltr drums of oil and general pushing and pulling of equipment.</i>					
2. Description of proposed operation:	<i>General Drivers operation of vehicle and plant, including loading and securing of chains</i>					
<b>Section B. Preliminary Assessment.</b>					<b>Yes</b>	<b>No</b>
1.	Does the task involve a significant risk of injury? If "No", then the assessment need go no further. If "Yes", go to Section C. <b>If in doubt, answer "Yes".</b>				✓	
2.	Can the task be avoided/mechanised/automated at reasonable cost? If "Yes", proceed to Question 3. If "No", go to Section C.					
3.	Does the revised task still involve a significant risk of injury? If "No", then the assessment need go no further. If "Yes", go to Section C.					
<b>Section C. Detailed Assessment</b> (where necessary).						
<b>Questions to Consider</b> (If answer is "Yes", tick box & then consider the level of risk.)		<b>Level of Risk</b>			<b>Possible Remedial Action</b> (Make rough notes here to prepare for completing Section D.)	
		<b>High</b>	<b>Medium</b>	<b>Low</b>		
<b>1. The Tasks - Do they involve:</b>						
Holding loads away from trunk?			✓		Closer to loads prior to lift.	
Twisting?			✓		Avoid twisting by moving feet.	
Stooping?			✓		Avoid stooping by bending at knees.	
Reaching upwards?			✓		Avoid by using suitable access platform or steps with fall prevention	
Large vertical movements?				✓		
Long carrying distances?			✓		Ensure the load is close to final destination, use mechanical means to position	
Strenuous pushing or pulling?		✓			Avoid, use mechanical means, get assistance or use equipment provided	
Unpredictable movement of loads?				✓		

Questions to Consider (If answer is "Yes", tick box & then consider the level of risk.)	Level of Risk			Possible Remedial Action (Make rough notes here to prepare for completing Section D.)
	High	Medium	Low	
1. The Tasks - Do they involve: (cont.)				
Repetitive handling?			✓	
Insufficient rest or recovery?		✓		Ensure sufficient rest is taken between lift etc
A work rate imposed by a process?			✓	Plan work top take into account manual handling aspect.
2. The Loads - Are they:				
Heavy?		✓		Avoid, use Mechanical means, equipment available and assistance where necessary. Assess all equipment, materials before lifting
Bulky/unwieldy?		✓		Avoid, use Mechanical means, equipment available and assistance where necessary
Difficult to grasp?		✓		Use of suitable equipment, fit appropriate handles etc, wear suitable gloves. Wipe off any oily or greasy substances.
Unstable/unpredictable?		✓		Check load before lifting and ensure stability etc
Intrinsically harmful (eg: sharp or hot)?		✓		Use of suitable PPE, hand and exposed skin protection
3. The Working Environment - Are there:				
Constraints on posture?		✓		Position in open area where practical, lift item clear first using mechanical means, use suitable equipment to aid with lift
Poor floors?		✓		Check surface conditions before lifting carrying
Variations in levels?		✓		Avoid carrying on uneven or gradient surfaces
Hot/cold/humid conditions?		✓		Consider conditions and requirements before commencing lift and adjust accordingly
Strong air movements?			✓	
Poor lighting conditions?		✓		Avoid where practical, otherwise use suitable and sufficient lighting
4. Individual Capability - Does the job:				
Require unusual capabilities?		✓		Assess the ability of the individual before commencing, experience, training., knowledge, fitness etc
Present hazards for workers with health problems?		✓		If any doubts over fitness to carry out lift due to fitness do not attempt
Present hazards for pregnant workers?	✓			Not applicable (Should not attempt under any circumstance)
Call for special information/training?	✓			All drivers must have received manual handling training including correct Lifting technique

Questions to Consider	Level of Risk			Possible Remedial Action
(If answer is "Yes", tick box & then consider the level of risk.)	High	Medium	Low	(Make rough notes here to prepare for completing Section D.)
<b>5. Other Factors:</b>				
Does clothing or Personal Protective Equipment hinder movement or posture?		✓		<i>PPE to be checked for any potential issues and replaced where found to be an additional risk.</i>
<b>Section D. Overall Assessment of Risk.</b>				
What is your overall assessment for the risk of injury? HIGH / MEDIUM / LOW / INSIGNIFICANT (delete as applicable)				
If "Insignificant", the assessment need go no further. Otherwise, proceed to Section E.				
<b>Section E. Remedial Action.</b>				
What remedial steps should be taken, in order of priority?				
1. Use of mechanical aids as much as possible				
2. Provide all personnel with information & training to ensure safe lifting.				
3. Use of correct lifting techniques, bend knees, etc.				
4. Lift within personal capacity.				
5. Keep load close to body where practical.				
6. Avoid twisting – move feet into position. Do not twist body.				
7. Remove hazards from area prior to lifting & ensure sufficient space to carry out lift.				
8.				
9.				
10.				
<b>And finally...</b>				
Decide on the priorities for action.				
<p style="text-align: center;"><b>Take action...</b>  <b>&amp; check that it has the desired effect.</b></p>				